

Confirmation of Co-op Program Offer

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your acceptance into our Co-op Program at [Company/Organization Name]. Your role as [Position Title] will commence on [Start Date] and conclude on [End Date].

During your time with us, you will have the opportunity to gain valuable hands-on experience and contribute to ongoing projects in [Department/Field]. We are confident that this experience will be beneficial for your academic and professional growth.

Please review the attached documents for more details regarding your onboarding process and expectations. If you have any questions, feel free to reach out to [Contact Person/HR Department] at [Contact Information].

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]